

# Reclamation Manual

## Directives and Standards

### Style Sheets for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices

XXX P##

#### Reclamation Manual Policy

---

<b>Subject:</b>	Subject
<b>Purpose:</b>	Purpose, include need and benefits statement
<b>Authority:</b>	Authority, refer to Appendix N of RCD 03-01
<b>Approving Official:</b>	Commissioner
<b>Contact:</b>	Insert Organization and Office (mail code)

---

1. **Introduction.** First Level Paragraph
2. **Applicability.** First Level Paragraph
3. **Policy.** First Level Paragraph
4. **Requirements and Responsibilities.** Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph
  - A. Second Level Paragraph
  - B. Second Level Paragraph
    - (1) Third Level Paragraph
    - (2) Third Level Paragraph
      - (a) Fourth Level Paragraph
      - (b) Fourth Level Paragraph
        - (i) Fifth Level Paragraph
        - (ii) Fifth Level Paragraph
          - (aa) Sixth Level Paragraph
          - (bb) Sixth Level Paragraph
5. **Definitions.** First Level Paragraph
  - A. Second Level Paragraph
  - B. Second Level Paragraph
6. **Review Period.** The originating office will review this release every (insert number of years, but cannot exceed 4) years.

---

(###) mm/dd/yyyy  
NEW RELEASE or SUPERSEDES ...  
(Minor revisions approved mm/dd/yyyy)

Page 1

# Reclamation Manual

## Directives and Standards

---

XXX ##-##

### Reclamation Manual

#### Directives and Standards

---

**Subject:** Subject

**Purpose:** Purpose, include need and benefits statement

**Authority:** Authority, refer to Appendix N of RCD 03-01

**Approving Official:** Senior Executive/Senior Level

**Contact:** Insert Organization and Office (mail code)

---

1. **Introduction.** First Level Paragraph
2. **Applicability.** First Level Paragraph
3. **Requirements and Responsibilities.** Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph
  - A. Second Level Paragraph
  - B. Second Level Paragraph
    - (1) Third Level Paragraph
    - (2) Third Level Paragraph
      - (a) Fourth Level Paragraph
      - (b) Fourth Level Paragraph
        - (i) Fifth Level Paragraph
        - (ii) Fifth Level Paragraph
          - (aa) Sixth Level Paragraph
          - (bb) Sixth Level Paragraph
4. **Definitions.** First Level Paragraph
  - A. Second Level Paragraph
  - B. Second Level Paragraph
5. **Review Period.** The originating office will review this release every (insert number of years, but cannot exceed 4) years.

---

(###) mm/dd/yyyy  
NEW RELEASE or SUPERSEDES ...  
(Minor revisions approved mm/dd/yyyy)

Page 1

# Reclamation Manual

## Directives and Standards

---

XXX TRMR-###

### Reclamation Manual

Policy/Directives and Standards

*TEMPORARY RELEASE*  
*(Expires mm/dd/yyyy)*

---

**Subject:** Subject

**Purpose:** Purpose, include need and benefits statement

**Authority:** Authority, refer to Appendix N of RCD 03-01

**Approving Official:** Commissioner approves Policy / Senior Executive/Senior Level approves D&S

**Contact:** Insert Organization and Office (mail code)

---

1. **Introduction.** First Level Paragraph
2. **Applicability.** First Level Paragraph
3. **Policy.** or if **D&S Requirements and Responsibilities.** Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph
  - A. Second Level Paragraph
  - B. Second Level Paragraph
    - (1) Third Level Paragraph
    - (2) Third Level Paragraph
      - (a) Fourth Level Paragraph
      - (b) Fourth Level Paragraph
        - (i) Fifth Level Paragraph
        - (ii) Fifth Level Paragraph
          - (aa) Sixth Level Paragraph
          - (bb) Sixth Level Paragraph
4. **Definitions.** First Level Paragraph
  - A. Second Level Paragraph
  - B. Second Level Paragraph

---

(###) mm/dd/yyyy  
TEMPORARY RELEASE or SUPERSEDES  
(Minor revisions approved mm/dd/yyyy)

Page 1

# Reclamation Manual

## Directives and Standards

---

XXX P##  
XXX ##-##  
XXX TRMR-##  
Appendix X

## Reclamation Manual

Policy/Directives and Standards

*TEMPORARY RELEASE*  
*(Expires mm/dd/yyyy)*

---

1. First Level Paragraph
2. First Level Paragraph
3. First Level Paragraph
  - A. Second Level Paragraph
  - B. Second Level Paragraph
  - C. Second Level Paragraph
    - (1) Third Level Paragraph
    - (2) Third Level Paragraph
      - (a) Fourth Level Paragraph
      - (b) Fourth Level Paragraph
        - (i) Fifth Level Paragraph
        - (ii) Fifth Level Paragraph
          - (aa) Sixth Level Paragraph
          - (bb) Sixth Level Paragraph

---

(###) mm/dd/yyyy  
NEW RELEASE or TEMPORARY RELEASE or SUPERSEDES...  
(Minor revisions approved mm/dd/yyyy)

Page X1